

DD/S 68-4723

07 OCT 1968

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Information Processing\* Coordination

REFERENCE : [REDACTED] dated 25 July 1966, subj: Agency Policy on  
Information Processing and ADP

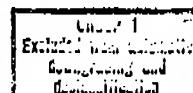
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1. You are all aware that we are required to include information processing activities in Program Planning and Budget submissions and we are also required to plan and report on them separately for the Executive Director-Comptroller and the Bureau of the Budget. In addition, computer resources and related professional personnel competence are scarce and competition for the available resources is becoming increasingly intense. As an assist to the Office of Computer Services and indirectly to ourselves, we must concentrate and limit our approaches to and workload on that Office. In selfish Support Directorate terms, we must control requests on OCS in order to limit their impact on SIPS. These circumstances make it imperative that we have centralized Directorate cognizance and broad management control over all information processing activities in the Support Directorate.

2. Accordingly, all proposals for the development of new or the substantial modification of on-going information processing systems in the Support Directorate must be subjected to an overall review and adjudication of priorities from the Directorate point of view. This requirement for review applies whether the proposal is for the conduct of a feasibility study, the acquisition of equipment, the modification of existing systems, or any other aspect of system conception or change.

\* Information Processing includes all automatic and electronic data processing and related manual or machine activities except communications automatic switching.

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3. I have assigned responsibility for this review to the Chief, Support Services Staff, who is also the Information Processing Coordinator for the Support Directorate. All proposals and requirements for information processing service or assistance will be taken up with the Chief, Support Services Staff before assistance is sought from other Agency facilities or contractors. They will be prepared for consideration by the DD/S or the Executive Director-Comptroller as appropriate, in accordance with criteria and standards for documentation which will be established. The Chief, SSS, will assist in problem definition, in determining what facilities can best meet specific requirements, and in development of requests for project approval. He will recommend to the Deputy Director for Support priorities for project development.

4. The Chief, Support Services Staff, is also responsible for keeping me informed of all information processing activities of interest to the Support Directorate in the Agency as well as the Intelligence Community. You are requested to ensure that matters of interest are reported to him in order that he can fulfill this responsibility.

5. Your cooperation and assistance in accomplishing the purposes of this memorandum are essential. You are requested to reproduce it and distribute copies to subordinate levels of management in your Offices.

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R. L. Bannerman  
Deputy Director  
for Support

cc: Chief, Support Services Staff  
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TRANSMITTAL SLIP		DATE 11 October 1968
TO: DD/Pers/SP <i>B30 OCT 1968</i>		
ROOM NO. 5E-67	BUILDING HQ	
REMARKS:  <i>CIPD - info + return DD/Pers/SP -</i>		
FROM: Director of Personnel		
ROOM NO. 5E-56	BUILDING HQ	EXTENSION 6825
FORM NO. 241 1 FEB 55	REPLACES FORM 36-8 WHICH MAY BE USED.	(47)